

NHRS *QuickPay* Instructions

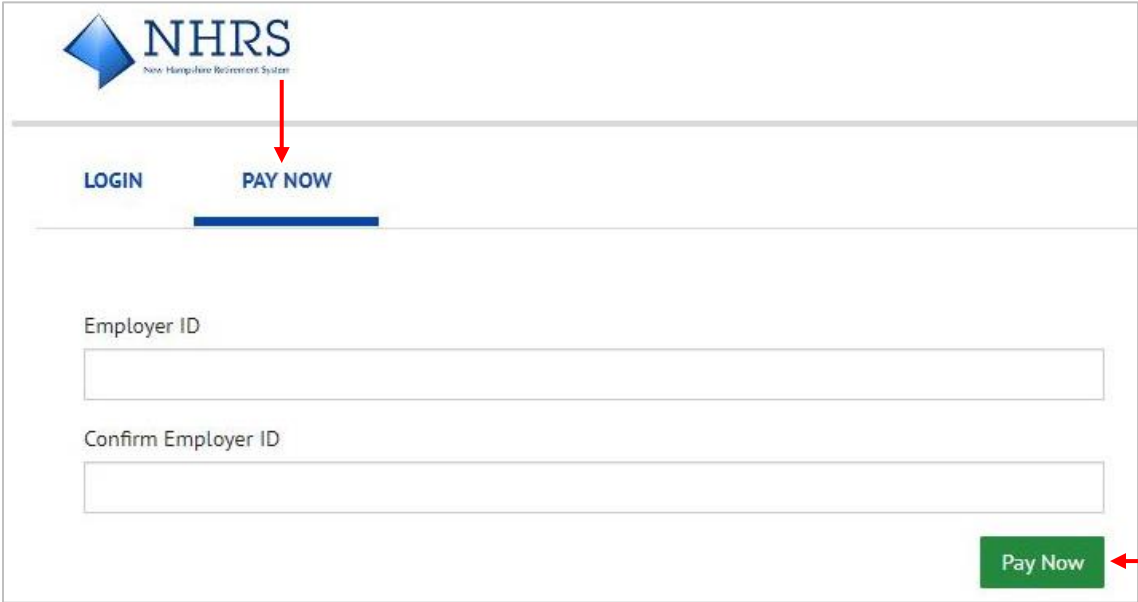
The New Hampshire Retirement System has partnered with Citizens Bank to create *QuickPay*, an online bill pay function to facilitate the submission of employer contributions via ACH (Automated Clearing House). This service is being made available to employers at no cost.

Note: This site is only to be used by NHRS participating employers to make their monthly employer and member contribution payments. This service is not to be used for any other purpose.

Instructions for making a one-time payment

Note: If you do not wish to set-up an account, one-time payments can be made each month. Follow the instructions below to submit a first payment or to submit a payment without creating an account.

1. Go to the following website: <https://www.bill-pays.com/ebpp/NHRETIREPRO>
Make sure you're in the **Pay Now** tab. Enter your four-digit NHRS Employer ID number, followed by two additional characters: -1, -2, or -3. Adding -1, -2, or -3 will allow up to 3 separate users for each individual employer. The first user for each employer will choose XXXX-1 and so on. Once you have entered the six character Employer ID and confirmed it, you will click the green **Pay Now** button.



The screenshot displays the NHRS QuickPay interface. At the top left is the NHRS logo (New Hampshire Retirement System). Below the logo are two tabs: 'LOGIN' and 'PAY NOW'. A red arrow points from the 'PAY NOW' tab to the 'Pay Now' button at the bottom right. The 'PAY NOW' tab is currently selected, indicated by a blue underline. Below the tabs are two input fields: 'Employer ID' and 'Confirm Employer ID'. The 'Pay Now' button is green and located at the bottom right of the form area. A red arrow points from the right side of the page to the 'Pay Now' button.

2. Enter the employer name under **Payer Name**, employer phone number, and email address for the person tasked with remitting contributions to NHRS. These 3 fields are mandatory, while the remaining address fields are optional. Then, enter your contribution amount under **Payment Amount** and click on **Add A Payment Method**.

Payer Name ←

Phone ←

Mobile ▾

Email ←

Country

United States ▾

City

(optional)

Street Address

(optional)

State

Select State ▾

Street Address Line 2

(optional)

ZIP Code

(optional)

Payment Amount

\$

←

Payment Method

➕ Add A Payment Method ←

Pay Date

9/19/2019

Payment Description

(optional)

Payments confirmed before Thursday, September 19, 2019 7:00 PM ET will be posted on Thursday, September 19, 2019. Payments confirmed after Thursday, September 19, 2019 7:00 PM ET will be posted on Friday, September 20, 2019.

➔ Continue to Payment

3. Enter the employer name under **Name on the Account**. Then, enter your bank's **Routing Number**, your **Account Number** twice, and click on the **Agree and Add Account** box. Click **Add**.

Note: If your bank account has a debit block or another similar security feature, please contact your bank to make the necessary arrangements to allow this payment to be processed from your account. **Please provide your bank with the originator ID for NHRS – 1026016163 – to add to the list of authorized transactions on your account.**

The screenshot shows a web interface titled "Add A Payment Method" with a close button (X) in the top right corner. Below the title is a button labeled "Bank Accounts" with a sub-link "Link to Bank Accounts". The main section is titled "ADD BANK ACCOUNT".

On the left, there are two columns of input fields:

- Account Type:** A blue button labeled "Business".
- Banking Type:** A blue button labeled "Checking Account".
- Name on the Account:** A text input field.
- Routing Number:** A text input field.

On the right, there are two text input fields:

- Account #:** A text input field.
- Re-enter Account #:** A text input field.

Below these fields is a graphic of a check with the following details:

- Pay to the Order of: [Redacted]
- Routing Number: 123456789
- Account Number: 000123456789
- 1111

Below the check graphic is a note: "Make sure to use your bank account number, not your ATM or Debit card number."

At the bottom right, there is a checkbox labeled "Agree and Add Account" and a green "Add" button. A "Cancel" link is also present.

Red arrows point to the following elements:

- Account #
- Re-enter Account #
- Name on the Account
- Routing Number
- Agree and Add Account checkbox
- Add button

4. Select a **Date** for the payment to be made (can be the current date or a future date). Under **Payment Description** enter the month and year of the payment and the **voucher number** (example: 9/2019 #54321). Click **Continue to Payment**.

The screenshot shows a payment entry form. On the left, there are fields for Payer Name (Test Employer), Phone (603-555-5555), Email (TestEmployer@nhrs.org), Country (United States), City (optional), Street Address (optional), State (Select State), Street Address Line 2 (optional), and ZIP Code (optional). On the right, there are fields for Payment Amount (\$ 100000.00), Payment Method (MERRIMACK COUNTY SVGS BANK ****6789), Pay Date (9/19/2019), and Payment Description (9/2019 #54321). A green button labeled 'Continue to Payment' is at the bottom right. Red arrows point to the Pay Date, Payment Description, and the Continue to Payment button.

Payments confirmed before Thursday, September 19, 2019 7:00 PM ET will be posted on Thursday, September 19, 2019. Payments confirmed after Thursday, September 19, 2019 7:00 PM ET will be posted on Friday, September 20, 2019.

5. If everything is correct, check the box indicating that you agree with the **Terms and Conditions**, and then click the green **Make Payment** button.

The screenshot shows the payment summary and terms and conditions page. The payment summary on the left shows 1 invoice for \$100,000.00, with the payment method MERRIMACK COUNTY SVGS BANK ****6789 and payment date 9/19/2019. The terms and conditions on the right are expanded. A green button labeled 'Make Payment' is at the bottom right. Red arrows point to the checkbox for agreeing to the terms and conditions and the Make Payment button.

PAYMENT SUMMARY

1 Invoice \$100,000.00

Payment Method: MERRIMACK COUNTY SVGS BANK ****6789

Payment Date: 9/19/2019

Payments confirmed before Thursday, September 19, 2019 7:00 PM ET will be posted on Thursday, September 19, 2019. Payments confirmed after Thursday, September 19, 2019 7:00 PM ET will be posted on Friday, September 20, 2019.

Terms and Conditions

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. Citizens Bank and various third party vendors provide the Internet bill presentation and payment service. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. When you open your account with us, or any third party vendor acting on our behalf, you, and any person you authorize to perform functions on your account, agree to these terms and conditions.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what limitations are.

[Print Terms and Conditions](#)

☒ By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **Hawkins**, confirm that today, Thursday September 19, 2019, I am authorizing a one-time debit from my Checking account ending in ****6789 in the amount of \$100,000.00 USD to be remitted to NH RETIREMENT. This debit will occur on or after Friday September 20, 2019.

If you have any questions regarding this transaction request, please call (603) 410-3673.

Make Payment

[Cancel](#)

PAYMENT DETAILS

Statement Date	Due Date	Payment Description	Amount Due	Payment Amount
ACCOUNT NUMBER **76-4				
		9/2019 #54321	100,000.00	100,000.00

6. You have completed your one-time payment and will be sent to a confirmation page, where you will have to option to print your confirmation. You should also receive an email to the address you provided confirming the payment.

Confirmation

Thank You! Your payment has been made.

 [Print Confirmation Page](#)

Payment Date	9/19/2019
Payment Method	MERRIMACK COUNTY SVGS BANK *****6789
Total Payment	\$100,000.00

Test Employer

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Thursday, September 19, 2019 7:00 PM ET will be posted on Thursday, September 19, 2019. Payments confirmed after Thursday, September 19, 2019 7:00 PM ET will be posted on Friday, September 20, 2019.

If you have any further questions about payments to NH RETIREMENT, please contact our office at .

Account Number	Confirmation #	Payment Amount
**76-4	3100030837	\$100,000.00

[Enroll With Your Current Information](#) [Return to Home](#) [Log Out](#)

7. If you only want to make a one-time payment and do not wish to set up an account, you are finished. If you want to create an account to quicken this process in the future, continue to the instructions below.

Instructions for setting up an account

One-time payments can be made every month by following the steps above. However, employers also have the option to create an account that can be accessed by a Login ID and Password.

Follow the instructions below to create an employer account after submitting a first payment.

1. To set up an account, click **Enroll with Current Information**.

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

Payment Date	9/19/2019
Payment Method	MERRIMACK COUNTY SVGS BANK *****6789
Total Payment	\$100,000.00

Test Employer

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Thursday, September 19, 2019 7:00 PM ET will be posted on Thursday, September 19, 2019. Payments confirmed after Thursday, September 19, 2019 7:00 PM ET will be posted on Friday, September 20, 2019.

If you have any further questions about payments to NH RETIREMENT, please contact our office at .

Account Number	Confirmation #	Payment Amount
**76-4	3100030837	\$100,000.00

 [Enroll With Your Current Information](#) [Return to Home](#) [Log Out](#)

2. You will be brought to an account setup screen. Confirm that the information on this page is correct. You may also add some optional information. Click on the green **Continue to Login & Password** button at the very bottom of the page.

Account Setup

[PROFILE](#)[LOGIN & PASSWORD](#)[TERMS OF SERVICE](#)[PAYMENT ACCOUNTS](#)

Payer Name

Phone

Telephone ▾

[Add Another Telephone Number](#)

Email[Add Another Email Address](#)

What's Your Billing Address?

Country

United States ▾

Address

Address2

City

State

Select State ▾

ZIP Code

Continue to Login & Password

3. Create a **Login ID** and **Password**. Select and label a **Security Image**, then complete the **Security Questions**. Click **Continue to Payment Accounts** at the very bottom of the screen.
- a. **Note:** Passwords must contain at least 8 characters including: 1 or more numbers, 1 or more uppercase characters, 1 or more lowercase characters.

The screenshot shows two sections of a registration form. The top section, 'Create an Account', has three input fields: 'Login ID' (containing 'TestEmployer'), 'Password' (masked with dots), and 'Re-enter password, just to be sure' (also masked). Red arrows point to each of these fields. To the right, 'Choose a Security Image and give it a label' features a 3x4 grid of 12 images. A red arrow points to the top-right image (a hand). Below the grid is a text input field labeled 'Give your image a label' containing the word 'Balloons', with a red arrow pointing to it. The bottom section, 'Choose Your Security Questions', contains five questions, each with a dropdown menu and a corresponding text input field for the answer. A red arrow points to the first question's dropdown menu. The questions are: 1. What is your grandmother's maiden name on your father's side? 2. What is your grandmother's maiden name on your mother's side? 3. How many brothers and sisters did your mother have? 4. What city was your first job in? 5. What was your boss's first name at your first job?

4. Check the **Terms of Service** box, then click **Continue to Payment Accounts**.

The screenshot shows the 'Account Setup' page with four tabs: 'PROFILE', 'LOGIN & PASSWORD', 'TERMS OF SERVICE' (which is selected and underlined), and 'PAYMENT ACCOUNTS'. Under the 'Terms of Service' tab, there is a checkbox labeled 'By clicking this box, you are enrolling in this service and have read and agree to the Terms of Service for this site.' with a red arrow pointing to it. At the bottom right, there are two buttons: 'Go Back' and 'Continue To Payment Accounts'. A red arrow points to the 'Continue To Payment Accounts' button.

5. Enter an account label in **Give This Account a Nickname**, then check the **Agree and Update Account** box, and **Finish Enrollment**.

✓ PROFILE ✓ LOGIN & PASSWORD ✓ TERMS OF SERVICE **PAYMENT ACCOUNTS**

You may select a default payment method now. After enrollment you can manage your payment methods.

Bank Accounts **Add Later**
Add your payment method later

ADD BANK ACCOUNT

Account Type: **Business**

Banking Type: **Checking Account**

Give This Account a Nickname:

Name on the Account:

Routing Number:

Account #:

Re-enter Account #:

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☒ **Agree and Update Account**

Pay to the Order of _____

Routing Number **Account Number**

Make sure to use your bank account number, not your ATM or Debit card number.

[Go Back](#) **Finish Enrollment**

6. An activation email will be sent to the email address you entered. Open the email and click the **Activate** button to activate your account. You will be taken to a screen telling you that your account has been activated. Click **Continue**.

NHRS
New Hampshire Retirement System

Your NH RETIREMENT account has been activated!

Your NH RETIREMENT account has been activated!

To log in to your account, click [here](#).

Continue

7. You will be redirected to the NHRS Bill Pay home screen. Under the **Login** tab, enter the **Login ID** and **Password** you created. Once logged in, you will be able to see the information you just entered, any previous payments, and you can make additional payments without having to re-enter all of your account information.



[Home](#)
[Payment History](#)

Home

Account Number

**99-1

Payment Amount

\$

Payment Method

ERTEST MERRIMACK COUNTY SVGS BANK *****2741

Add A Payment Method

Pay Date

8/20/2019

Payment Description

(optional)

Payments confirmed before Tuesday, August 20, 2019 7:00 PM ET will be posted on Tuesday, August 20, 2019.
 Payments confirmed after Tuesday, August 20, 2019 7:00 PM ET will be posted on Wednesday, August 21, 2019.

Continue to Payment

Previous Payments

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100030803	ACH	8/20/2019	\$25,000.00	Processing

Cancelling a payment

If you need to cancel a payment, you can do so any time before the payment posts. Once the payment has posted, you will not be able to cancel it. Payments post each day at 7:00 p.m. ET. Any payments made before 7:00 p.m. can be cancelled up to 7:00 p.m. that day. Payments made after 7:00 p.m. can be cancelled up to 7:00 p.m. the following day.

- To cancel a payment, click the blue 'X' next to the payment status.



[Home](#)
[Payment History](#)

Home

Account Number

**48-3

Payment Amount

\$

Payment Method

nhmbb MERRIMACK COUNTY SVGS BANK *****1234

Add A Payment Method

Pay Date

9/24/2019

Payment Description

(optional)

Payments confirmed before Tuesday, September 24, 2019 7:00 PM ET will be posted on Tuesday, September 24, 2019. Payments confirmed after Tuesday, September 24, 2019 7:00 PM ET will be posted on Wednesday, September 25, 2019.

Continue to Payment

Previous Payments

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100030838	ACH	9/24/2019	\$35,447.23	Processing
3100030764	ACH	7/31/2019	\$33,477.17	Paid

2. Click on the green **Cancel Payment** button to confirm. You should receive an email confirming the cancellation of your payment.

Confirm Cancel Payment ×

Confirmation #	3100030838
Biller	NHRETIREMENT
Name	NH MBB
Account Number	**48-3
Payment Amount	\$35,447.23
Payment Status	Processing

[Do Not Cancel Payment](#)Cancel Payment



If you have any questions or need help, please contact the NHRS Finance Department at cash_receipts@nhrs.org or (603) 410-3532.

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